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ABSENTEEISM

8-1
Ford, John E.
A simple punishment procedure for controlling employee absenteeism. Journal of organizational behavior management, 3:71-79, no. 2 1981.
Descriptors: *Absenteeism control / *Discipline--Methods.

8-2
Markham, Steven E., Fred Dansereau, Jr. and Joseph A. Alutto.
Female vs. male absence rates: a temporal analysis. Personnel psychology, 35:371-382, Summer 1982.
Descriptors: *Absenteeism--Research / *Absenteeism rates.

8-3
Silva, Dale B., Phillip K. Duncan and Donald Doudna.
The effects of attendance-contingent feedback and praise on attendance and work efficiency. Journal of organizational behavior management, 3:59-70, no. 2 1981.
Descriptors: *Absenteeism control--Research / *Productivity improvement--Research / *Feedback (Psychology).

CAREER PLANNING

8-4
Bolles, Richard.
Data, people and things--revisited. Training and development journal, 36:22+, July 1982.
Descriptors: *Career planning / *Self-evaluation.

8-5
DeLong, Thomas J.
Reexamining the career anchor model. Personnel, 59:50-61, May-June 1982.
Descriptors: *Career planning / *Career patterns / Models and modelmaking.

CAREER STAFFING

8-6
Hayden, Trudy.
Employers who use lie detector tests. Business and society review, p. 16-21, Spring 1982.
Descriptors: *Selection--Methods / *Lie detectors and detection.

8-7
Trattner, Marvin H.
Synthetic validity and its application to the Uniform Guidelines validation requirements. Personnel psychology, 35:383-397, Summer 1982.
Marvin H. Trattner is a personnel psychologist at the U.S. Office of Personnel Management.
Descriptors: *Selection--Administration / *Synthetic validity / Job analysis--Methods / Administrative agencies--Rules and practice.

CHANGE, ORGANIZATIONAL

8-8

Ettlie, John E. and Robert D. O'Keefe.

Innovative attitudes, values, and intentions in organizations. Journal of management studies (Gt. Brit.), 19:163-182, April 1982.

Descriptors: *Change, Organizational--Research / College students--Attitudes.

8-9

Nurick, Aaron J.

Participation in organizational change: a longitudinal field study. Human relations, 35:413-430, May 1982.

Descriptors: *Change, Organizational--Case studies / *Quality of working life--Case studies / Labor-management relations.

8-10 Id72 .Sa9w

Savall, Henri.

Work and people; an economic evaluation of job-enrichment. Translated from the French by M.A. Woodhall. 2d ed. Oxford, Clarendon, 1981. 216p.

Previous edition entitled: Enrichir le travail humain dans les entreprises et les organisations.

Descriptors: *Change, Organizational / *Job design--History / *Job enrichment--Economic aspects.

CIVIL SERVICE, FEDERAL

8-11 Ic26.3 .D93u

Durant, Peter and Walter D. Broadnax.

The United States civil service; reflections on its centennial. [Washington, 1982.] 33p.

Peter Durant is Supervisory Program Analyst with the Office of Planning and Evaluation, U.S. Office of Personnel Management.

Descriptors: *Civil service history--1883- / *U.S. Civil Service Commissioners--Attitudes / Federal government.

8-12 S/C

Huddleston, Mark W.

The Carter civil service reforms: some implications for political theory and public administration. Political science quarterly, 96:607-621, Winter 1981-82.

Descriptors: *Civil service reform--Evaluation / Federal government.

8-13

Munchus, George, III.

Some significant first-year decisions issued by the Merit Systems Protection Board. Journal of collective negotiations in the public sector, 11:47-50, no. 1 1982.

Descriptors: *Civil service--Decisions / *Personnel policies--Decisions / Removal--Decisions / Whistleblowing--Decisions / Veterans--Preference--Decisions / Performance evaluation--Decisions / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

8-14 Ic26.28 .Un58f

U.S. General Accounting Office.

Federal employees excluded from certain provisions of the Civil Service Reform Act of 1978; letter to the Honorable William V. Roth, Jr., Chairman, Committee on Governmental Affairs, U.S. Senate, and the Honorable William D. Ford, Chairman, Committee on Post Office and Civil Service, U.S. House of Representatives. Washington, 1981. 1v. (B-202438)

Descriptors: *Civil service reform--Law and legislation / *Corporations, Government--Administration / *Personnel policies / Federal government.

8-15 Ie508.5 .Un35v 1982

U.S. Office of Personnel Management.

Veterans readjustment appointments; questions and answers about a program of assistance to Vietnam veterans. Prepared by Workforce Effectiveness and Development Group. Washington, U.S. Govt. Print. Off., 1982. 8p. (WEV 1)

Descriptors: *Veterans--Employment / *Appointments / Federal government.

8-16 Ia11.1 .Y1b

Yates, Douglas.

Bureaucratic democracy; the search for democracy and efficiency in American government. Cambridge, Mass., Harvard University Press, 1982. 224p.

Descriptors: *Bureaucracy / *Politics and government / Democracy / Organizational effectiveness / Federal government.

CIVIL SERVICE, FOREIGN

8-17 Ic166 .C16C16w

Canada. Public Service Commission.

Women in the Canadian public service 1980. Ottawa, Public Service Commission, Human Resources Planning Division, 1981. 1v.

Descriptors: *Canada--Civil service / *Women executives--Statistics / *Women employees--Statistics.

COLLEGE GRADUATES

8-18 Ie438 .C5En2t 1982

Endicott, Frank S.

Trends in the employment of college and university graduates in business and industry, 1982. Evanston, Ill., Northwestern University, 1981. 14p.

Descriptors: *College graduates--Employment / *College graduates--Recruitment.

8-19

Sargent, Jon.

The job outlook for college graduates during the 1980's. Occupational outlook quarterly, 26:2-7, Summer 1982.

Descriptors: *College graduates--Employment / *College graduates--Career opportunities.

COMMUNICATION

8-20

Stagnaro, Frank.

The benefits of leveling with employees: ROLM's experience. Management review, 71:16-20, July 1982.

ROLM is a California-based corporation.

Descriptors: *Communication in personnel management / *Performance evaluation / *Appraisal interviews.

COMPENSATION

8-21 Ie52 .Am3ni 1981-82

American Compensation Association.
1981-1982 salary budget survey. Scottsdale, Ariz., 1981. 19p.
Descriptors: *Executives--Pay / *Pay surveys.

8-22 Ie537.9 .Em7e

Employee benefits: information sources, compiled by Dee Birschel. 10th ed.
Brookfield, Wis., International Foundation of Employee Benefit Plans, 1981. 63p.
Partial contents: Public employees, p. 52-55.
Descriptors: *Fringe benefits--Bibliography / Government employees.

8-23 Id213 .In2p 1981 (Winter)

Industrial Relations Research Association.
Proceedings of the 34th annual meeting, December 28-30, 1981, Washington.
Madison, Wis., 1982. 432p.
Partial contents: Pay equity: an emerging labor issue, by Winn Newman, p. 166-173.
Descriptors: *Pay rates / *Women--Discrimination.

8-24 Ie52 .M54m

Merit pay; fitting the pieces together. Chicago, Commerce Clearing House, 1982. 48p.
Descriptors: *Performance-based pay--Administration / *Performance-based pay / Consultants--Attitudes / Executives--Attitudes.

8-25 Ie53 .En3N21pr 1982

National Society of Professional Engineers.
Professional engineer income and salary survey, 1982. Prepared by Abbott, Langer & Associates. Washington, 1982. 64p.
Descriptors: *Engineers--Pay / *Pay surveys / Federal government.

8-26

Shulenburger, David E., Robert A. McLean and Sara B. Rasch.
Union-nonunion wage differentials: a replication and extension. Industrial relations, 21:248-255, Spring 1982.
Descriptors: *Pay rates--Research / *Unions / Blue collar workers.

8-27 HD8051 .A4 1977-80 1370-15

U.S. Bureau of Labor Statistics.
Supplement to employment and earnings, states and areas, data for 1977-80.
Washington, U.S. Govt. Print. Off., 1981. 284p. (Bulletin 1370-15)
Descriptors: *Pay--Statistics / Industry / State government / Federal government.

COMPENSATION (Cont'd)

8-28 Ie55 .Un58pp

U.S. General Accounting Office.
[Proposed regulations of the Office of Personnel Management governing pay administration and hours of duty.] Washington, 1982. 5p. (B-201039)
Letter to Craig B. Pettibone, Director, Office of Pay and Benefits Policy, Compensaton Group, U.S. Office of Personnel Management.
Descriptors: *Pay administration--Evaluation / *Hours of work--Administration--Evaluation / Federal government.

8-29 Ie55 .Un35fo

U.S. Office of Personnel Management.
For merit pay pool managers...merit pay in 1980: lessons learned. Prepared by Patricia Power, Compensation Group, and Laurie Rothenberg, Office of Planning and Evaluation. Washington, 1982. 8p. (E-57)
Descriptors: *Performance-based pay--Administration--Evaluation / Federal government.

8-30 Ie55 .Un35pa 1981

U.S. Office of Personnel Management.
Pay structure of the Federal civil service, March 31, 1981. Prepared by Compliance and Investigations Group. Washington, U.S. Govt. Print. Off., 1982. 51p. (SM 33-81)
At head of title: Federal civilian workforce statistics.
Descriptors: *Pay surveys / *Pay--Statistics / *Civil service--Statistics / Pay tables / Federal government.

8-31

Vecchio, Robert P.
The contingent-noncontingent compensation controversy: an attempt at a resolution. Human relations, 35:449-462, June 1982.
Descriptors: *Performance-based pay--Research / *Pay research.

8-32

Winter, Ralph E.
Pay raises start to shrink, signaling possible long-term fall in inflation. Wall Street journal, 199:25, June 30, 1982.
Descriptors: *Pay increases / Pay administration.

CONSULTANTS

8-33 S/C

Feaver, Douglas B.
Putting the government out of a business. Washington post, p. A15, July 6, 1982.
Descriptors: *Contracts, Government / Federal government.

COUNSELING

8-34

Morris, J. Stephen and Michael M. Tapper.
Dealing with the career in crisis. Personnel, 59:62-69, May-June 1982.
Descriptors: *Employee counseling / *Reduction in force.

CREATIVE THINKING

8-35

Basadur, Min, George B. Graen and Stephen G. Green.
Training in creative problem solving: effects on ideation and problem finding and solving in an industrial research organization. Organizational behavior and human performance, 30:41-70, August 1982.
Descriptors: *Creative thinking--Study and teaching / *Creative thinking--Research / Engineers--Training--Research.

8-36 S/I

Friend, William.
Unblock the roadblock to innovation: be a creative leader. Association management, 34:54-57, March 1982.
Descriptors: *Creative thinking / *Innovation / Organizational characteristics / Executives--Abilities.

DISCIPLINE

8-37

Heshizer, Brian P. and Harry Graham.
Discipline in the nonunion company: protecting employer and employee rights. Personnel, 59:71-78, March-April 1982.
Descriptors: *Discipline / *Grievances--Procedures.

ELECTRONIC DATA PROCESSING PERSONNEL

8-38

How Uncle Sam misuses computers. Business week, p. 88+, June 28, 1982.
Descriptors: *Electronic data processing personnel / *Electronic data processing departments--Management--Evaluation / Labor turnover / Professional employees / Federal government.

8-39 M-Fiche

Prevention and remediation of human input errors in ADP operations, by Douglas J. Mace and others. Washington, U.S. Govt. Print. Off., 1979. 82p. (Technical report 395)
Originally published by the U.S. Army Research Institute for the Behavioral and Social Sciences, Alexandria, Va.
Descriptors: *Electronic data processing personnel / *Performance errors--Research.

EMPLOYEE CONDUCT

8-40 Ie154 .Se9sh

Sexual harassment, by Mary C. Meyer and others. New York, Petrocelli, 1981. 200p.
Descriptors: *Harassment / *Sex discrimination / *Women--Discrimination.

EMPLOYEE HEALTH AND MEDICAL CARE

8-41

Allen, R. Douglas, Michael A. Hitt and Charles R. Greer.
Occupational stress and perceived organizational effectiveness in formal groups: an examination of stress level and stress type. Personnel psychology, 35:359-370, Summer 1982.
Descriptors: *Stress, Psychological--Research / *Organizational effectiveness--Research.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

8-42
Chen, Moon S., Jr. and Robert M. Jones.
Establishing priorities in the wellness program. Occupational health & safety, 51:6-7+, June 1982.
Descriptors: *Health, Employee--Administration.

8-43
Christenberry, Deirdre and James W. Jabara.
Working in hot environments. Occupational health & safety, 51:37-41, June 1982.
Descriptors: *Health, Employee / *Working conditions / *Heat.

8-44
Drazen, Myron and others.
Worksite-based behavioral treatment of mild hypertension. Journal of occupational medicine, 24:511-514, July 1982.
Descriptors: *Health, Employee--Case studies.

8-45
Rohrlich, Jay.
Business success and personal trauma. Business and society review, p. 36-40, Spring 1982.
Descriptors: *Stress, Psychological / *Success in employment / Mental health.

8-46 Ie568 .Sch7d
Schreier, James W.
Drug use in organizations: perspectives & opportunities for the 80's; a survey of organizational experience with alcohol & other drugs, 1981. Marquette, Wis., Marquette University, 1982. 1v.
Descriptors: *Drug abusers--Personnel policies / *Alcoholic employees--Statistics / *Drug abuse--Statistics.

8-47 Ie568 .Un2u
Understanding and managing stress: a book of readings, edited by John D. Adams.
San Diego, Calif., University Associates, Inc., 1980. 217p.
Partial contents: Organizational stress and individual strain, by John R. French, Jr. and Robert D. Caplan.
Descriptors: *Stress, Psychological--Addresses, essays, lectures / *Heart--Diseases--Addresses, essays, lectures.

8-48
What to do about an alcoholic employee. Effective manager, 5:3-4, June 1982.
Descriptors: *Alcoholic employees--Rehabilitation / *Alcoholic employees--Personnel policies.

EQUAL OPPORTUNITY IN EMPLOYMENT

8-49
Bartholet, Elizabeth.
Application of Title VII to jobs in high places. Harvard law review, 95:947-1027, March 1982.
Descriptors: *Equal opportunity in employment--Cases / *Executives--Selection--Cases / *Discrimination--Cases.

8-50
Guzda, Henry P.
Labor Department's first program to assist black workers. Monthly labor review, 105:39-44, June 1982.
Descriptors: *Afro-Americans--Employment--History / U.S. Department of Labor--Administration.

8-51
Hitt, M. A., W. G. Zikmund and B. A. Pickens.
Discrimination in industrial employment: an investigation of race and sex bias among professionals. Work and occupations, 9:217-231, May 1982.
Descriptors: *Discrimination--Research / *Master of business administration degree recipients--Selection / *Selection--Research.

8-52
Lovler, Ronnie.
Room at the top of Foggy Bottom? Perspectives (U.S. Commission on Civil Rights), 13:42-48, Winter 1982.
Descriptors: *Equal opportunity in employment / *Diplomatic and Consular Service / *Minority groups--Employment / Women foreign service officers / U.S. Department of State / Federal government.

8-53
Tuthill, Mary.
The job ahead on equal employment regulations. Nation's business, 70:53-55, July 1982.
Descriptors: *Equal opportunity in employment / *Affirmative action.

8-54 Ie152 .Un38co
U.S. Congress. Senate. Committee on Labor and Human Resources.
Committee analysis of Executive Order 11246 (the affirmative action program). Washington, U.S. Govt. Print. off., 1982. 96p. (S. com. print. 97th Cong.)
Descriptors: *U.S. Office of Federal Contract Compliance Programs--Administration--Evaluation / *Affirmative action--Administration--Evaluation / *Contractor personnel / Federal government.

8-55 Ie152 .Un35eq 1980
U.S. Office of Personnel Management.
Equal employment opportunity statistics, November 1980. Prepared by Agency Relations Group. Washington, U.S. Govt. Print. Off., 1982. 587p. (AR-80-71)
Descriptors: *Minority groups--Employment--Statistics / *Women--Employment--Statistics / Federal government.

8-56
Westcott, Diane N.
Blacks in the 1970's: did they scale the job ladder? Monthly labor review, 105:29-38, June 1982.
Descriptors: *Afro-Americans--Employment / *Afro-Americans--Mobility.

EXECUTIVES

8-57
Black managers: caught in the middle. Public management, 64:2-23, June 1982.
Partial contents: The squeeze on black managers, by Elizabeth K. Kellar; Is voluntarism a way out? by Sherry Suttles; Black administrators; an historical perspective, by Elijah Rogers.
Descriptors: *Afro-American executives / *Minority group executives / Local government.

8-58 Ie124 .D84c
Drucker, Peter F.
The changing world of the executive. New York, Times Books, 1982. 271p.
Descriptors: *Executives--Addresses, essays, lectures.

8-59
Everett, James E., Bruce W. Stening and Peter A. Longton.
Some evidence for an international managerial culture. Journal of management studies (Gt. Brit.), 19:153-162, April 1982.
Descriptors: *Executives--Attitudes--Comparative studies / Overseas management.

8-60
How executives see women in management. Business week, p. 10, June 28, 1982.
Descriptors: *Executives--Attitudes / *Women--Attitudes toward / Women executives / Attitude surveys.

8-61
Price, Margaret.
Networks: businesswomen expand their horizons. Industry week, 213:56-58+, June 28, 1982.
Descriptors: *Women executives / *Women's networks.

8-62 Ie124.5 .Un679e
U.S. Merit Systems Protection Board.
The elusive bottom line: productivity in the Federal workforce. Washington, 1982. 1v. (A director's monograph)
Descriptors: *Executives--Attitudes / *Productivity improvement / Attitude surveys / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

8-63 Ie124 .Ab3b
Aberbach, Joel D., Robert D. Putnam and Bert A. Rockman.
Bureaucrats and politicians in western democracies. Cambridge, Mass., Harvard University Press, 1981. 308p.
Descriptors: *Executives--Characteristics--Comparative studies / *Political executives--Characteristics--Comparative studies / Europe / United States / Canada.

8-64 Ie124.5 .B81e

Brown, Robert W.

Executive stress and Federal supergrade executives; a comparative analysis of black and white executives. [Washington], 1981. 250p.

Doctoral dissertation, University of Southern California, 1981. Abstracted in Dissertation Abstracts International, 42:3727A-3728A, February 1982.

Dr. Brown will be a professor on the faculty of the Federal Executive Institute as of September 1982.

Descriptors: *Executives--Characteristics--Research / *Afro-American executives--Characteristics / *Stress, Psychological--Research / Federal government.

8-65

Clarke, Richard M.

Middle management today: who's calling the shots? Management review, 71:21-25, July 1982.

Descriptors: *Middle managers--Characteristics / *Participative management.

8-66

Doll, William and others.

Fast tracks to success for women in personnel. Personnel, 59:12-22, May-June 1982.

Descriptors: *Women executives--Characteristics / *Personnel directors--Characteristics.

8-67

Dwyer, Gilbert E.

Which candidates are most likely to succeed in overseas assignments? Management review, 71:36, July 1982.

Descriptors: *Overseas executives--Characteristics.

8-68 Ie11 .F88p 1982

French, Wendell L.

The personnel management process; human resources administration and development. 5th ed. Boston, Houghton Mifflin, 1982. 684p.

Partial contents: Chap. 13, Effective managers: their characteristics and selection.

Descriptors: *Executives--Characteristics--Textbooks / *Executive effectiveness--Textbooks / *Personnel administration--Textbooks.

8-69

Gill, Roger W.

A trainability concept for management potential and an empirical study of its relationship with intelligence for two managerial skills. Journal of occupational psychology, 55:139-147, no. 2 1982.

Descriptors: *Management potential--Research / *Executives--Training--Research / In-basket technique / College students / Great Britain.

8-70

Hatakeyama, Yoshio.

The unsung hero of Japanese management: the middle manager. Management review, 71:33, July 1982.

Descriptors: *Middle managers--Characteristics / Japan.

8-71
Havens, Ronald A.
The mind uncaged: hypnosis and the manager. Management world, 11:26-29+, June 1982.
Descriptors: *Executives--Abilities / *Personal development--Methods.

8-72
Horovitz, Bruce.
Plight of the unwed executive. Industry week, 213:74-75+, June 14, 1982.
Descriptors: *Executives--Characteristics / *Marriage.

8-73
Knudson, Ann D.
Young management women: a new look. Journal of the National Association for Women Deans, Administrators, & Counselors, 45:3-9, Winter 1982.
Descriptors: *Women executives--Characteristics.

8-74 Ie124 .K84g
Kotter, John P.
The general managers. New York, Free Press, 1982. 221p.
Descriptors: *Executives--Characteristics--Case studies / *Executives--Abilities--Case studies.

8-75
Linder, Stephen H.
Perceptions of the policy-making environment: cognitive differences among administrators in five Federal agencies. Human relations, 35:463-490, June 1982.
Descriptors: *Executives--Attitudes / Policy formulation / Budget--U.S. / U.S. Department of Health, Education, and Welfare / U.S. Department of Housing and Urban Development / Federal government.

8-76 HN723 .M37m
Masatsugu, Mitsuyuki.
The modern samurai society; duty and dependence in contemporary Japan. New York, AMACOM, 1982. 226p.
Partial contents: Chap. 5, The successful organization man.
Descriptors: *Executives--Characteristics / *Leadership style / *Japan--Social conditions / National characteristics.

8-77 Ie124 .T68e
Tramel, Mary E. and Helen Reynolds.
Executive leadership: how to get it & make it work. Englewood Cliffs, N.J., Prentice-Hall, 1981. 268p.
Descriptors: *Executives--Characteristics / *Leadership style / *Management methods.

8-78 PN4121 .V23s
Valenti, Jack.
Speak up with confidence; how to prepare, learn, and deliver effective speeches. New York, Morrow, 1982. 152p.
Descriptors: *Public speaking.

EXECUTIVES--COMPENSATION

8-79
Loomis, Carol J.
The madness of executive compensation. Fortune, 106:42-52, July 12, 1982.
Descriptors: *Executive compensation / Corporations.

8-80
Perham, John and Henriette Sender.
Executive givebacks. Dun's business month, 120:48+, July 1982.
Descriptors: *Executives--Fringe benefits / *Executive compensation.

8-81
Redling, Edward T.
The 1981 tax act: boon to managerial compensation. Personnel, 59:26-35, March-April 1982.
Descriptors: *Executive compensation.

EXECUTIVES--EVALUATION

8-82
Woodward, S. N.
Performance in planning a large project. Journal of management studies, (Gt. Brit.), 19:183-198, April 1982.
Descriptors: *Executives--Evaluation--Case studies / Project management / Great Britain.

EXECUTIVES--RECRUITMENT

8-83
Much, Marilyn.
Anatomy of an executive search. Industry week, 213:40-42+, June 28, 1982.
Descriptors: *Executives--Recruitment--Case studies / *Executive recruiters.

8-84 S/I
Porter, Margo V.
When you leave, who will fill your shoes? Association management, 34:40-45, March 1982.
Descriptors: *Executive succession / Executive succession--Case studies / Associations, institutions, etc.

EXECUTIVES--RESPONSIBILITIES

8-85
Brenner, O. C.
Playing fair. Supervisory management, 27:33-35, July 1982.
Descriptors: *Executives--Responsibilities.

8-86
Brown, David S.
The changing role of the manager. Supervisory management, 27:13-20, July 1982.
Descriptors: *Executives--Responsibilities.

EXECUTIVES--RESPONSIBILITIES (Cont'd)

8-87

Gilpin, Scott.

You've been promoted to manager: now what? Professional engineer, 52:18-21, June 1982.

Descriptors: *Executives--Responsibilities / *Executives--Abilities / *Executive effectiveness.

8-88 HM263 .L97m

Lusterman, Seymour.

Managerial competence: the public affairs aspect. New York, Conference Board, 1981. 42p. (Conference Board report no. 805)

Descriptors: *Public relations / *Executives--Responsibilities / *Executives--Attitudes.

EXECUTIVES--TRAINING

8-89

Kinlaw, Dennis C. and Donna R. Christensen.

Ways of winning motivational support for management education programs. Personnel, 59:64-70, March-April 1982.

Descriptors: *Executives--Training / *Management development.

HANDICAPPED

8-90

Clark, Blake S.

Are disabled trainees handicapped by our designs? Training and development journal, 36:56+, July 1982.

Descriptors: *Physically handicapped--Training / *Environmental psychology.

8-91 S/I

Taking down the barriers. Journal of American insurance, 58:11-17, Spring 1982.

Descriptors: *Architectural barriers / *Physically handicapped.

8-92 Ie361 .Un35r

U.S. Office of Personnel Management.

Reasonable accommodation for deaf employees in white collar jobs. Prepared by Dorothy J. Steffanic, Staffing Services Group. Washington, U.S. Govt. Print. Off., 1982. 40p. (OPRD-82-6)

Descriptors: *Deaf--Employment / *Communication--Audio-visual aids / Federal government.

HEALTH PERSONNEL

8-93

Gellens, Kathryn A.

Determining supervisory status and bargaining unit composition in the nursing profession. Labor law journal, 33:352-358, June 1982.

Descriptors: *Nurses--Responsibilities / *Supervisors / *Collective bargaining unit.

HEALTH PERSONNEL (Cont'd)

8-94 M-Fiche

U.S. Public Health Service.
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Descriptors: *Mentors--Research / Professional employees / College professors.

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8-163

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Descriptors: *Purchasing, Government--Administration / *Contracts, Government--Cases / *Fraud--Control / Federal government.

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Descriptors: *Executive advisory bodies / *Administrative agencies--Administration--Evaluation / *Cost control / Federal government.

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Descriptors: *Removal--Cases.

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8-171

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Descriptors: *Pensions--Law and legislation.

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Descriptors: *Pension financing--Statistics / *Retirement benefits--Costs / *Retirement benefits--Statistics / Local government / State government.

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8-173

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Descriptors: *Retirement planning.

SCIENTISTS AND ENGINEERS

8-174

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Descriptors: *Engineers--Characteristics / *Work values / *Productivity improvement.

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Descriptors: *Women engineers--Statistics / *Women scientists--Statistics / *Afro-American scientists--Statistics / Minority group engineers--Statistics / Federal government.

SUPERVISION

8-176

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Descriptors: *Supervision / *Stress, Psychological / *Productivity.

SUPERVISORS

8-177

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A systematic approach to increasing supervisory skills. Supervisory management, 27:35-39, June 1982.
Descriptors: *Supervisors--Training / Supervisors--Responsibilities.

8-178

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Descriptors: *Decision-making / *Supervisors--Abilities.

8-179

Cook, Mary F.
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Descriptors: *Supervisors--Abilities.

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8-181
Jones, Robert A.
Good starts for new employees. Supervisory management, 27:6-10, June 1982.
Descriptors: *Supervisors--Responsibilities / *New employees / *Standards of performance.

8-182
South, Scott J. and others.
Sex and power in the Federal bureaucracy: a comparative analysis of male and female supervisors. Work and occupations, 9:233-254, May 1982.
Descriptors: *Supervisors--Characteristics--Research / *Organizational behavior--Research / Federal government.

8-183
Streicher, Sid.
Teaching a caring attitude. Supervisory management, 27:21-25, July 1982.
Descriptors: *Supervisors--Responsibilities / New employees--Attitudes / Orientation.

8-184
Winslow, Erik K.
"Step aside and let a pro do it!" Supervisory management, 27:2-5, June 1982.
Descriptors: *Supervisors--Responsibilities / Delegation / Employee development.

TESTS

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Descriptors: *Criterion referenced tests / *Tests, Performance / State-of-the-art reviews.

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Issues in testing: coaching, disclosure, and ethnic bias, edited by Bert F. Green.
San Francisco, Jossey-Bass, 1981. 127p. (New directions for testing and measurement series no. 11)
Descriptors: *Test bias--Research / *Test wiseness--Research / *Tests--Evaluation--Research.

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Descriptors: *Tests--Evaluation--Research / *Test bias--Research / *Tests, Aptitude--Research.

TRAINING

8-188
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Descriptors: *Learning, Psychology of / *Learning motivation.

8-189
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Managerial reaction to the term behavior modification. Journal of organizational behavior management, 3:53-58, no. 2 1981.
Descriptors: *Behavior modification.

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Mahoney, Francis X.
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Descriptors: *Training--Economic aspects / *Employee development--Economic aspects / Futures (of society).

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Descriptors: *Training / *Training administration / Federal government.

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Descriptors: *Training administration--Addresses, essays, lectures / *Training evaluation--Addresses, essays, lectures / Training methods--Addresses, essays, lectures.

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Descriptors: *Training officers--Responsibilities / *Training methods.

TRAINING ADMINISTRATION (Cont'd)

8-195 M-Film

Griffis, Stanley D.

A personnel training and development decision making cost-benefit analysis model. Ann Arbor, Mich., University Microfilms, 1981. 189p.

Doctoral dissertation, Saint Louis University, 1981. Abstracted in Dissertation Abstracts International, 42:4510A, April 1982.

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8-196

Hamilton, Jack A.

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Descriptors: *Training directors--Training / *Training administration.

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The trainer as "scapegoat." Training and development journal, 36:44+, July 1982.

Descriptors: *Training officers--Responsibilities / *Training methods.

8-198

Romines, Jack A. and Bill Crump.

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Descriptors: *Training administration.

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